



## EMPLOYMENT OPPORTUNITY

# Office Specialist - Bilingual (Mayor's Office)

Recruitment Number: 05-158

Salary: \$2,471.92 - \$3,004.64/Monthly

Filing Deadline: 5 PM, WEDNESDAY, MAY 25, 2005

### POSITION SUMMARY

[Supplemental Questionnaire Required \(Click here to download\)](#)

The City of Chula Vista is currently accepting applications for Office Specialist (Bilingual) to fill a vacancy in the Mayor's office. The Office Specialist will perform a wide variety of general clerical duties to include receive, evaluate, prioritize and distribute incoming mail; act as receptionist, screen calls and receive visitors; prepare all City proclamations for Council presentations; assist with coordination of awards banquets and various special events and provide City Council assistance. This is the full journey level class in the Office Specialist series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. The successful candidate will possess excellent public communication skills and be able to maintain a high level of confidentiality. ***This is an unclassified at-will position.***

### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: perform general clerical duties related to assigned functional area and department; type, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, Dictaphone recordings or verbal instruction; act as a receptionist; answer the telephone and wait on the general public, giving information on department and assigned program policies and procedures; issue, receive; perform a wide variety of routine clerical work including filing, billing, checking and recording information on records; sort and file documents and records, maintaining alphabetical, index, and cross-reference files; compile information and data for statistical and financial reports; maintain ledger of expenses and revenue; maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports; operate standard office equipment including computer equipment; receive, sort and distribute incoming and outgoing correspondence; may assist in the support of a board or commission including posting legal notices, preparing agendas, assembling background materials, and typing minutes of meetings as assigned; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination equivalent to completion of the twelfth grade and one year of responsible clerical experience. **Note:** Must be able to communicate with others using bilingual skills as needed (English/Spanish). May need to possess a driver's license as required by the position. **A copy of a typing certificate of at least 45 net wpm, dated within the past two years, must be submitted with the application. Applications that do not include certificates will be automatically disqualified.** (Online typing certificates, or those that do not follow the International Typing Contest Rules, are not accepted.)

**Knowledge, Skills and Abilities:** **Knowledge of:** English usage, spelling, grammar and punctuation; and modern office procedures, methods and computer equipment. **Ability to:** perform a variety of responsible clerical duties in support of department operations; intermittently review documents related to department operations; observe, identify and problem-solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem-solve office issues for the public and with staff; learn organization, procedures and operating details of the city department to which assigned; perform clerical work including maintenance of appropriate records and preparation of general reports; verify and check files and data; work independently with limited supervision; perform simple mathematical calculations; operate a variety of office equipment such as a calculator, computer and related software; type at a speed of 45 net wpm; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

### PHYSICAL DEMANDS

Must possess ability to sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write and use a keyboard to communicate through written means; run errands; lift or carry weight of ten (10) pounds or less.

### APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

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*The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. This is an unclassified at-will position.*

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Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096  
Hours: 8 AM – 5 PM Monday – Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • **Job Hotline: (619) 691-5095**

Assigned Staff: Erin Bernal (619) 476-5381 [ebernal@ci.chula-vista.ca.us](mailto:ebernal@ci.chula-vista.ca.us) Published 5/12/2005

**An Equal Opportunity Employer**

